

EXCELSIOR HUMAN AFFIRMATIVE ACTION PLAN  
AN EQUAL OPPORTUNITY EMPLOYER

EXHIBIT

APPLICATION FOR EMPLOYMENT  
OPEN TO THE PUBLIC  
CITY OF CINCINNATI

Civil Service Commission  
Room 15, City Hall, 801 Plum Street, Cincinnati, OH 45202

Fill out completely.

YOUR FULL NAME: (Print) ANDREA L. M. NGO Soc. Sec. No 23  
 (first) (middle initial) (last)

YOUR ADDRESS: 2930 SCIOTO STREET #909 CINCINNATI OH ZIP CODE: 45219  
 (street address) (apt./box) (city) (state)

TELEPHONE NUMBER: (Day) 513-556-7474 (Other times) 929-5033  
 (Note: Changes in address and phone number must be reported to this office promptly.)

1. TITLE OF POSITION APPLIED FOR: LABORATORY TECHNICIAN 1 (METRO SEWER DISTRICT)

2. HAVE YOU WORKED FOR THE CITY OF CINCINNATI IN THE LAST TWO YEARS?  
 YES        NO X

3. HAVE YOU FAILED OR WITHDRAWN FROM THE SAME OR SIMILAR EXAM WITHIN  
 THE PAST SIX MONTHS? YES        NO X

4. ARE YOU AT LEAST 18 YEARS OF AGE? YES X NO       

5. a. DO YOU HAVE A VALID DRIVER'S LICENSE? YES X NO       

b. DO YOU HAVE A VALID COMMERCIAL DRIVER'S LICENSE? YES        NO X

6. DO YOU HAVE A VALID PROFESSIONAL LICENSE? YES        NO X

LICENSE NO. N/A TYPE N/A

7. DO YOU REQUEST ANY REASONABLE ACCOMMODATION? YES       

8. VETERAN'S CREDIT ON OPEN-TO-THE-PUBLIC EXAMS:  
 (Ask the Personnel Office for complete details)

a. You must submit a copy of your DD 214 in order to be considered for 5 extra points for being an honorably discharged veteran.

b. You must submit a copy of your DD 214 and an official statement from the Veteran's Administration in order to be considered for 10 extra points for having service-connected disability of 10% or greater and for being an honorably discharged veteran.

DO NOT WRITE BELOW THIS LINE copy attached

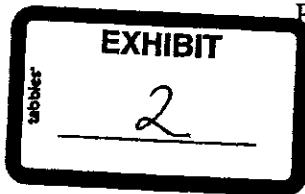
Application Accepted: YES        NO         
 Honorable Discharge Shown: YES        NO         
 Veteran's Disability Shown: YES        NO         
 Professional License Shown: YES        NO       

Driver's License Shown: YES        NO         
 Commercial License Shown: YES        NO         
 Official Transcript Received: YES        NO       

NOTE: STAFF MEMBERS PLEASE INITIAL.

**Request for Special Examiner.**

- Joe Walter for the Civil Engineering Technician 3 exam



**Request from the Metropolitan Sewer District that the position of Chemist be advertised as open-to-the-public/exceptional appointment.**

The staff recommended that if there were qualified eligible employees within the City Service, the promotion would be more appropriate. Ms. Head indicated that the position has traditionally been filled using the exceptional process, but most often resulted in appointing individuals within MSD. Several employees indicated that they wished a promotional process be utilized. The Commission approved announcing the vacancy as a promotional to determine the number of eligible candidates within MSD and the City.

**Request from the Metropolitan Sewer District to add a Wastewater Collection Supervisor and two Engineering Technical Supervisors to their table of organization.**

The staff recommended approval of this request. After review and discussion, the Commission approved the request. This decision was based on the fact that the staff has reviewed the duties and level of responsibility and believes that these classifications are appropriate for the work performed. Budget approval will have to be obtained from the Office of Budget & Evaluation.

**Request from the Water Works Department to add an Electronic Technician 1 and an Electronic Technician 2 to their table of organization.**

The staff recommended approval of this request. After review and discussion, the Commission approved the request. This decision was based on the fact that the staff has reviewed the duties and level of responsibility and believes that these classifications are appropriate for the work performed. Budget approval will have to be obtained from the Office of Budget & Evaluation.

**Request from Joe Harrison, AFSCME president, and Maurice Patmon, Welder Helper, to address the Commission regarding the fact that the Welder position was announced open-to-the-public.**  
 The staff indicated that the position was announced open to the public because there was concern that there were not enough eligible candidates within the City. There was also a question raised regarding the CDL requirements. The Commission directed the staff to research the CDL issue first. After a determination is made as to whether it is required, we can determine if enough internal candidates are available for promotion. If so, the staff recommended a promotional process first followed by an open process if necessary.

**Request from Bryan Schmitt to address the Commission regarding the fact that Facilities Management is planning to underfill a Senior Accountant position with an Accountant.**

The staff recommended no action other than to determine that the person filling the position would perform work at the appropriate level. The Civil Service Commission cannot prohibit underfilling as long as the person is not performing duties outside the proper classification.

**Request from the Metropoitian Sewer District to waive the qualifications for Sewers Chief Engineer and to temporarily promote Edward Kesterman into that position.**

The staff recommended approval of this request. After review and discussion, the Commission approved the request. This decision was based on the fact that there are not three eligible employees who meet the minimum time in grade for promotion. MSD has requested to allow the next lower level Engineer to also be considered which would give them four qualified candidates to choose from. Waiving of the qualifications will be on a one-time only exception.

**Request from the Health Department to fill the Nursing Director position through the open-to-the-**

Sent by: PERSONNEL

5223;

10/19/99 9:37AM; JetFax #260; Page 2/2



## CINCINNATI CIVIL SERVICE

## Promotional Eligible List

Exam Title: **LAB TECH 3****EXHIBIT**3Examination No: **99 - 48**Date Held: **SEPTEMBER 28, 1999**Approved and Posted: **OCTOBER 18, 1999**Expiration Date: **OCTOBER 17, 2001**

Applicants	11
Rejects	2
Competitors	7
Passers	5
Failures	2
Failed to Appear	2
Withdrew	0

Rank	Grade	Name	Dept/Div	Race/ Sex	Certifications	Date Promoted
1.	86.59	KATHY M GORDON-JACKSON	MSD	BF		
2.	81.61	DEBORAH C NEWMAN	MSD	WF		
3.	77.53	ANDREA L NGO	MSD	OF		
4.	72.43	TIMOTHY P O'KANE	MSD	WM		
5.	72.43	NANCY A WENISCH	MSD	WF		

Form 8 Stores MUR

## CITY OF CINCINNATI

#2

## REQUISITION, CERTIFICATION AND APPOINTMENT

Date 1/12/99

Department Sewers

Division Industrial Waste

Section

CLASS TITLE Laboratory Technician 3		NO. NEEDED 2	DATE NEEDED ASAP
SALARY \$1159.28	TYPE OF APPOINTMENT <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary	IF SEAS. OR TEMP. FOR HOW LONG?	OFFICIAL TO BE CONTACTED OR NOTIFIED NAME LOCATION BonnA Rueve TELEPHONE NO. 244-1303
JOB. NO. (CAUSE & DATE OF VACANCY) 290-001; 290-003			
I certify that funds for this purpose are available and no additional appropriations will be requested.		DIVISION HEAD <i>Beverly S Head 1/12/99</i>	DEPARTMENT HEAD <i>John Jones</i>

## CERTIFICATION

ELIGIBLE LIST USED				DATE 10-20-99
Original	Promotional	Lay-Off	OTHER (SPECIFY)	
	<input checked="" type="checkbox"/>			
DATE STARTING	RANK	NAME		ADDRESS
		CITY WIDE/DIVISION 1		
	1.	Kathy M. Gordon-Jackson	BF	MSD
	2.	Deborah C. Newman	WF	MSD
	3.	Andrea L. Ngo	OF	MSD
	4.	Timothy P. O'Kane	WM	MSD
				<b>EXHIBIT</b> <i>4</i>

\*If not appointed, indicate:

(DR): Declined-Retain.  
 (FTR): Failed to report.  
 (FP): Failed physical.  
 (R): Retain on list (explain)

~~THESE APPLICANTS HAVE BEEN  
NOTIFIED TO REPORT TO YOU  
FOR AN INTERVIEW NOT LATER  
THAN~~

To the Civil Service Commission: From the above certification, the individuals named are hereby appointed subject to satisfactory physical examination, for a probationary period. They shall begin performing their duties in the position to which they have been appointed on the date noted to the left of their name.

Recommended By:

Approved By:

Division Head

Department Head

Appointing Authority or Executive Officer  
of Appointing Board or Commission

Date

**CINCINNATI CIVIL SERVICE****EXHIBIT**5**Promotional Eligible List****Chemist****Examination Number: 01-07****Date Held: March 8, 2001****Approved and Posted: March 28, 2001****Expiration Date: March 27, 2003**

RANK	GRADE	NAME	DEPT./DIVISION	RACE/SEX
1.	82.67	Louise Schramm	MSD	WF
2.	80.63	Diane Warrington	MSD	WF
3.	76.63	Michael Tyree	Water Works	WM
4.	76.43	Deborah Newman	MSD	WF
5.	75.43	Ben Cohee	MSD	WM
6.	74.59	Michelle Nelson	MSD	WF
7.	73.15	Leif Haydon	MSD	WM
8.	72.31	Catherine Simpson	MSD	WF
9.	68.55	Gail M. Long-Cook	Health	WF
10.	65.55	Andrea L. Ngo	MSD	OF

Applicants = 30	Rejects = 1	Competitors = 23	Passers = 10	Failed Written = 13	Failed to Appear = 6	Withdrew = 0
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